



The MANAGEMENT COMPANY OF OLYMPIC HOUSE LIMITED (MCOHL), the affiliated company controlled by the Sports Federation & Olympic Committee of Hong Kong, China, aim to manage the office space of the local National Sports Associations and provide the assembly facility and I.T. service support at the Olympic House (OH). We are now looking for the right candidate to fill up the post of **Senior Operation Officer / Operation Officer** (depending on work experience) on contract basis, which is renewable subject to the prevailing condition.

### **Duties**

- (i) To be responsible for all aspects relating to audio-visual equipment and operational duties for events held in OH;
- (ii) To monitor the behaviour of the hirer throughout the event to make sure the compliance of OH's house rules by hires;
- (iii) To coordinate with the appointed contractor on the maintenance works of OH's audio visual & simultaneous interpretation systems;
- (iv) To plan, coordinate and provide audio-visual technical support services for hirers;
- (v) To handle booking matters for hirers;
- (vi) To assist in coordinating and supervising the appointed contractors on building services, repairing, renovation and maintenance at OH;
- (vii) To deal with projects as required under emergency; and
- (viii) To assist Assistant Manager for any construction, maintenance, repairing and renovation works at OH.

### **Requirement**

Applicants should have:

- (i) a post-secondary qualification with Electrical / Mechanical / Building Services Engineering;
- (ii) a minimum of three-year working experience or above in property / facilities management, especially in audio-visual system;
- (iii) Registered Electrical Worker with Grade A;
- (iv) Able to communicate in both Cantonese and English; and
- (v) Shift duty is required.
- (vi) Candidates with less experience will be considered as Operation Officer.

### **Remuneration**

Successful candidate will be appointed on contract basis with monthly basic salary plus gratuity equals to 5% of the total basic salary drawn during the period of contract upon satisfactory completion of the contract. Fringe benefits include MPF, medical, paid leave and employee's insurance.

### **Application**

Interested parties should send full resume with current and expected salary to the Hon. Treasurer, Sports Federation & Olympic Committee of Hong Kong, China, 2/F, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong on or before **17 March 2020**. Please mark "Ref: Application for SOO/O(MCOHL)" on the envelope.

All applications will be treated in the strictest confidence. Personal data provided will be used strictly in accordance with the Personal Data Policies. Applicants who do not hear from us within 4 weeks after the closing date may assume their applications unsuccessful. All information on unsuccessful candidates will be destroyed within 6 months.